

2014-15

CAPU AQAR <capuaqar@gmail.com>

To

Pk Chaudhari

Oct 27 at 12:13 PM

NAAC/AQAR ACK/ OCT/ 2015/ EC/PCA&A/61/62

Shri P. K. Chaudhari Mahila Arts College

Sector-7, Opp- S. T. Bus Station, Gandhinagar

Gujarat

**Subject: Acknowledgement of AQAR**

We are acknowledging the receipt of Online Submission of **Annual Quality Assurance Report** (AQAR) for the year : 2014-15

For any queries related to AQAR, you may kindly contact [capuaqar@gmail.com](mailto:capuaqar@gmail.com) or 080-23005125 (Aqar direct help line).

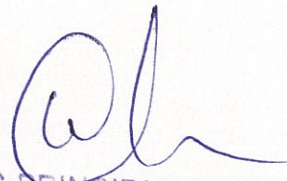
Wishing you success in your Quality Enhancement incentives.

THANKS WITH REGARDS

CAPU-AQAR

(CENTRAL APPLICATION PROCESSING UNIT)

080-23005125 / 24

  
I/C PRINCIPAL  
SHRI P. K. CHAUDHARI  
MAHILA ARTS COLLEGE  
SECTOR-7, GANDHINAGAR

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*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*

Submitted on: 15-16 Octo.  
2015



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद् विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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*Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponmudiraj, Assistant Adviser, NAAC*

# **Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions**

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

***IQAC shall evolve mechanisms and procedures for***

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## Functions

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## Benefits

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management



5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

### **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance

between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

### **Monitoring Mechanism**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([naac.aqar@gmail.com](mailto:naac.aqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name. For example MHC0GN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC\_32\_A&A\_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

### I. Details of the Institution

1.1 Name of the Institution .

Shri P. K. Chaudhari Mahila Arts College

1.2 Address Line 1

Sector-7

Address Line 2

Opp- S. T. Bus Station

City/Town

Gandhinagar

State

Gujarat

Pin Code

382007

Institution e-mail address

pkchaudhari1994@yahoo.com

Contact Nos.

079-23232097

Name of the Head of the Institution:

Dr. Urmilaben C. Chaudhari

Tel. No. with STD Code:

079-03232097

Mobile:

09707549238

Name of the IQAC Co-ordinator:

Mrs. Geetaben R. Chaudhari

Mobile:

09824745250

IQAC e-mail address:

geetachaudhari1975@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

NAAC/WR/SSR-13648/2012

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/PCA&A/61/62 Dated: September 15, 2012

1.5 Website address:

www.pkchaudharimahilaartscollege.com

Web-link of the AQAR:

-

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.71	2012	2012-17
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

15/09/2012

1.8 AQAR for the year (for example 2010-11)

2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 20/08/2013 (DD/MM/YYYY)
- ii. AQAR 18/10/2014 (DD/MM/YYYY)
- iii. AQAR (DD/MM/YYYY)
- iv. AQAR (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

B.A. with Home Science

1.12 Name of the Affiliating University (for the Colleges)

Gujarat University Ahmedabad

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (Specify)

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 07/07/2014 and 22/12/2014

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

An Expert's Lecture on Institution Capacity Building

2.14 Significant Activities and contributions made by IQAC

Academic Calendar, Teacher's Diary, Research Project by Faculty, Research papers by U.G. and P.G. students, support to entire academic and administrative process.

Applied for Seminar. To conduct Seminar.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Annexure-1	According to the plan of Action, We would achieve most of the work

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Nil

## Criterion – I

**I. Curricular Aspects**

## 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	02	-	-	-
UG	02	-	01	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	02	02	-	-
Others	-	-	-	-
<b>Total</b>	<b>05</b>	<b>02</b>	<b>01</b>	<b>Nil</b>
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

## 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

## (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02U.G.+02 P.G.
Trimester	-
Annual	-

1.3 Feedback from stakeholders\*  
(On all aspects)

Alumni  Parents  Employers  Students

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure

## 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The Gujarat University Board of Studies designs the syllabi for the university. Two Of our faculty members are the members of the board of the studies. They give their suggestions and contribute their knowledge to design syllabus.

The University made Major changes in the syllabi. We try our best to make the syllabus interesting with the use of various methods and ICT.

At UG level paper pattern was changed during 2014-15.



1.5 Any new Department/Centre introduced during the year. If yes, give details.

Chaudhari Commerce College (Self Finance-Eng. & Guj . Medium)

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	10	04	-	01

2.2 No. of permanent faculty with Ph.D.

06

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	09	09
Presented papers	06	08	03
Resource Persons	-	-	04

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- FLINNT Application SCOPE) - daily conversation in English through mobile.
- Subject related Exhibition .Writing skill practice in Gujarati.
- Remedial course in English for slow learner has been started.
- Sanskrit Mantra Chanting for the whole month.
- Inter-collegiate Quiz Competition on English poet Wordsworth.
- Films and Documentary available for a specific topic/text are used and the - maximum use of ICT is made for the teaching purpose.

2.7 Total No. of actual teaching days during this academic year

186

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) -

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 02

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	794	09	117	344	157	627
M.A.	297	-	11	44	186	95

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Through academic lectures, Feedbacks from the Students, from the faculty, Direct meeting with students and parents, from the analysis of the results.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	06
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	03
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	An Expert's lecture

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	06	14	00	03
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- To guide for Research project.
- To submit proposal for seminars & conferences.
- To help and guide students to write research paper and to attend seminar.
- To Organize an expert's lecture, seminar & workshop.
- To upload college E-magazine and to publish magazine with ISBN.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	02
Outlay in Rs. Lakhs	-	-	-	45 lakhs

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	--	-	01
Outlay in Rs. Lakhs	77.5 lakhs	-	-	2.25 lakhs

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	20	06	
Non-Peer Review Journals	-	-	
e-Journals	02	-	
Conference proceedings	-	-	

#### 3.5 Details on Impact factor of publications:

Range  . Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	-	-



3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	01	02		
Sponsoring agencies	UGC	Gujarat Sahitya Academy	1. Gender Resource Centre of Guj. Government. 2. Kasturba Gandhi National Memorial Trust, Koba- NGO	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
02	-	-	02			

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

01

01

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

-

SRF

-

Project Fellows

-

Any other

-

3.21 No. of students Participated in NSS events:

University level

4

State level

4

National level

-

International level

-

3.22 No. of students participated in NCC events:

University level

38

State level

National level

06

International level

3.23 No. of Awards won in NSS:

University level

-

State level

01

National level

-

International level

-

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Work shop on Yoga.
- Seminar on Reasons and solutions of Female Foeticide
- Uses and Abuses of Internet
- National Unity Day celebration
- Young elector Festival-2014
- Clean India Mission
- Aids Awareness programme
- Knowledge Week Celebration.

#### Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.45acr.	-	Management	4.45acr.
Class rooms	12	-	Management	12
Laboratories	3	-	Management Commissioner of HigherEdu.	3
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1.31 Lakhs	UGC Management	1.31 Lakhs
Others	-	-	-	-

#### 4.2 Computerization of administration and library

-The whole administrative wing is fully computerized. All activities i.e. admission, fees collection, providing certificates to the students, entire data is maintained through the computer. All the four members of the administrative department are having their computers with a printer and internet connection.

The library services are fully computerized with "college" version of SOUL software provided by the INFLIBNET. The entire data of books and journals is available in computerized form in the Library. In addition to these, there is a search engine installed in the computer, which enables students to get access to the books according to the title, name of the author, or any publication details which are typed. The Librarian is always present to help the students to search for books as per their requirements. On-line and internet services are offered in the Library.

#### 4.3 Library services:

N.A.

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3714	68,008/-	64	7524	3778	75,532/-
Reference Books	918	39,059/-	177	44556	1095	83615/-
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video	397	3757/-	-	-	397	3757/-
Others (specify)	3390	89,595/-	650	44690	4040	1,34285

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	37	1	21	yes	Yes	1	5	-
Added	-	-	-	-	-	-	-	-
Total	37	1	21	yes	Yes	1	5	-

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

yes

4.6 Amount spent on maintenance in lakhs :

i) ICT	20,650
ii) Campus Infrastructure and facilities	7,274
iii) Equipments	58,000
iv) Others	900
<b>Total :</b>	<b>86,824</b>

UGC Grant (250000) (20,000)

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Coaching classes for various competitive exams run by the institution, computer application as a Foundation Course in sem. 6.
- Efforts made by the Placement cell for helping the eligible students for getting absorbed in the career of their choice.
- Spoken English Classes.
- Scholarship by the trust for special achievement in sports and financial aid to the students for presenting papers and participation in seminars.

5.2 Efforts made by the institution for tracking the progression

Grievances of the students are regularly redressed. Formal Feedback from the students and informal Feedback from the Parents and other stakeholders.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
835	306	-	-

(b) No. of students outside the state

(c) No. of international students



Men	No	%	Women	No	%
	-			-	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
440	188	147	529	02	1306	339	124	114	265	02	835

Demand ratio 100:53.53      Dropout 15 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- The college management runs competitive Examination classes in the week end.-
- One of the Faculties from the Gujarati Department engages classes in the SPIPA Centre.
- The college arranges expert lectures.
- The students are helped in filling up the forms Online.

No. of students beneficiaries 180

5.5 No. of students qualified in these examinations

NET -    SET/SLET -    GATE -    CAT -  
 IAS/IPS etc -    State PSC -    UPSC -    Others

- 7-Visitinglecturers,5clerks,
- 4-Instructor, 2-teacher,
- 1-PSI, 1- comp. operator,
- 3-Talati , 1- choreographer
- 2-constable , 1-Librarian.

5.6 Details of student counselling and career guidance

- Regular classes by Co-operative Institutions for career in co-operative Sector.
- Expert's lectures on career. Students are guided for Scope Exam. BAOU Centre of the College provides CCC training.

No. of students benefitted 230

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

### 5.8 Details of gender sensitization programmes

- Woman Empowerment Week Celebration.
- Save Girl child – (an Expert’s lecture & Rally)
- Seminar on Reasons and solutions of Female Foeticide
- Young Elector Festival-2014.
- Woman’s Self- defense training.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	04	88200
Financial support from government	89	2,69,600
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

<p><b>Vision</b></p> <p>To empower the girl child through the means of education and strive for her overall development in order to place her at the centre of the nation's march towards excellence.</p> <p><b>Mission</b></p> <p>To offer a conducive learning environment to girl students wherein they can achieve all-round growth, and thus help in the creation of a better and harmonious society.</p>
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6.2 Does the Institution has a management Information System

<p>Yes, We have a coordination Committee framed by management including Directors and principals of all colleges of the management.</p>
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6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

As per CBCS methods-core course, Elective Course, Soft-skill, Foundation course

6.3.2 Teaching and Learning

Unit Test, Educational Tours, Screening Films (text related) Use of ICT, with help of PPT, Sanskrit mantra Chanting training, Food preservation training, Baking workshop, Sanskrit music concert. Writing skill practice in Gujarati, spoken English paper is taught with the help of CD of phonetics.

6.3.3 Examination and Evaluation

As per university norms.

6.3.4 Research and Development

-Organization of Seminar and workshop. Seminars & workshops were attended and paper presentation by Faculty and students also.  
-books and papers publication by faculty and students. -e-magazine by college. Minor-major research project. College Prospectus with ISBN .

6.3.5 Library, ICT and physical infrastructure / instrumentation

✓ We have SOUL software 2.0 under the INFLIBNET scheme N-List project. Carpet Area of the Library is 4698.89SFT, All administrative members and departments are provided computers with internet connectivity and printer. Two computers with Internet connection exclusively for the students.

6.3.6 Human Resource Management

Appointment of Faculty Members and Administrative Staff as per University and Government norms and if needed appointment of Visiting or Ad-hoc staff till permanent recruitment.

6.3.7 Faculty and Staff recruitment

As per State Government, University and U.G.C. rules

6.3.8 Industry Interaction / Collaboration

Industries Collaboration through mutual understanding letter and Collaboration with NGO's through MOU

6.3.9 Admission of Students

On merit based-As per the rules of Gujarat University and Government of Gujarat.

6.4 Welfare schemes for

Teaching	Staff Credit Society
Non teaching	Staff Credit Society
Students	Student's Welfare Scheme

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KCG/Commissioner of Higher Edu.Guj.	No	No
Administrative	Yes	KCG/Commissioner of Higher Edu.Guj		

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NIL

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NIL

6.11 Activities and support from the Alumni Association

- Alumni Register maintained and Meeting held at least once per semester.  
-Alumni support cultural and sports activities.

6.12 Activities and support from the Parent – Teacher Association

-No formal Association

6.13 Development programmes for support staff

- KCG training for Admin.Staff.  
-An Expert's Lecture for non-teaching.

6.14 Initiatives taken by the institution to make the campus eco-friendly

-Tree plantation and its maintenance regularly.  
-Big garden ,Water recharge mechanism and Solar System for hot Water in the hostel.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- AAA-visit –Grade 1 Awarded, Students' Winning position, Cultural programme.-Spoken English classes.-Cleanliness of Campus. Reading News and writing 'Thought of the day' by the students.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

-College Prospectus with ISBN about college progress report and faculty & students co-operative research papers.  
-Faculty Development Programme (KCG) & An Expert's Lecture.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

--Strive hard to inculcate moral values in students.  
--Project on International year of Light-2015  
-National Nourishment Week Celebration.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

-Students' visit of Polo-Forest and Environment Institution.  
-Tree plantation in the Campus. -Celebration of International Ozone Day.

ECO-club - Sanskrita group - Amrit  
Book Club - Tarun Meenaker

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:

1. The College being situated in the Capital city of Gujarat holds a Special significance for the students and guardians.
2. The Trustee Board consists of persons with the qualities of able leadership, administrative guts and foresight for taking the academic institution to new heights.
3. College building with well-equipped infrastructure, hostel facility for students hailing from remote areas and underprivileged families, fully computerized administration, a vast play ground, as well as a rich and fully computerized library which facilitates an easy access to any book.
4. More than 75% students belong to the backward castes like the Scheduled Castes, Scheduled Tribes and the Other Backward Classes.
5. Highly Qualified and committed as well as devoted teachers, most of them holding PH.D. degree.

Weakness:

1. Girls have some social limitations.
2. The response of the students for extra-curricular activities is not as much as it ought to be.
3. Most of the students commute from very remote and rural areas.
4. Transportation facility for student is not available .
5. Lack of modern classroom facilities.
6. Administrative staff is not enough.

Opportunities:

1. The institution has a big campus which can be used for further progress.
2. To create a model institution catering quality education to the students in the state.
3. Enhancement of research activities.
4. Strategic priorities and initiatives to enhance faculty excellence.
5. Scope for Vocational Courses for developing skilled work.
6. The institution is existed in urban and caters to the students from interior and backward area of society.

Threat:

1. Arts graduate have limited employability.
2. The Students's academic, economic and social level is very poor.
3. Students will have to face strong competition.



**8. Plans of institution for next year**

- To adopt school or charity to slum area.
- To sign MOU with NGOs.
- To get Financial support from Companies.
- To offer vocational courses . To conduct national seminar.
- To promote research activity among faculty members and students.

Name: Mrs.GeetabenR.Chaudhari Name: Dr.UrmilabenC.Chaudhari

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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**SHRI P.K.CHAUDHARI MAHILA ARTS COLLEGE**  
**SECTOR-7, GANDHINAGAR**

**The Academic Calendar of the College for the year 2014 - 2015**  
**(UG & PG)**

Sr.No.	Details	Scheduled Dates
	<b>FIRST TERM</b> From- <del>16-06-2014</del> to <del>18-10-2014</del> <i>15-6-15 to 7-11-15</i>	
1	Date of completion of admission procedure for the Under Graduate	<del>31-08-2014</del> <i>30-7-15</i>
2	Academic teaching begins and 'Mangal Prarambha' Program	07-07-2014 <i>1-8-15</i>
3	Date for the registration and enrollment for N.C.C and N.S.S.	<del>30-07-2014</del> <i>to</i> <del>30-08-2014</del>
4	Enrollment for (a) SC/ST/OBC Scholarship (b) Physically handicapped scholarship	<i>✓</i> 01-07-2014 <i>✓</i> to 25-08-2014 <i>✓</i>
5	Celebration of 'Gandhinagar Sthapana Din', 'Independence Day', — <i>All mother Inst...</i>	2 <sup>nd</sup> August and 15 <sup>th</sup> August
6	Celebration of 'Teacher's Day'	5 <sup>th</sup> September, 2014
7	Commencement of the College Internal Examinations	<del>15-09-2014</del> <i>26/9/15</i> TO <del>24-09-2014</del> <i>20</i>
8	Completion of First Term	<del>18-10-2014</del> <i>7-11-15</i>
9	Diwali Vacation	<i>9-11-15</i> <i>25-11-15</i> <del>19-10-2014</del> to <del>08-11-2014</del>
10	<b>GUJARAT UNI. FIRST EXAM</b> <i>Co-ll. Exam. 17-10-15</i> <i>Complete before</i>	<del>01-11-2014</del>
11	Filling the forms of Annual University Examination <i>Supp. -1-3-5 + uni X</i> <i>Exam. 26-10-14 to</i> <i>3-11-14</i>	01-10-2014

<b>SECOND TERM</b> <b>From 10-11-2014 to 25-04-2015</b> <i>30-11-15 to 26/4/16</i>		
12	Date of payment of fees for the Second Term and Annual Seven Day Camp of N.S.S.	<i>30</i> <del>10-11-2014</del> <i>15</i> to <del>10-11-2014</del> <i>15</i> <del>-12-</del>
<i>13</i> <i>21</i>	Filling the forms of Annual University Examination	01-03-2015
14	Annual Day celebration and Cultural Programs, Sports day, Aids day and celebration of various days.	01-01-2015 <i>16</i> TO 14-01-2015 <i>16</i>
15	Celebration of Republic Day and Death Anniversary of the main Donor Late Shree Jivanbhai Chaudhari.	20 <sup>th</sup> January and 26 <sup>th</sup> January
16	Commencement of the College Internal Examinations	<del>01-04-2015</del> <i>10-3-15</i> <i>200 year</i>
17	Celebration of Women's day and Exam oriented classes	01-02-2015 <i>16</i> TO 08-02-2015 <i>16</i>
18	Declaration of results of the College Internal Examination	20-02-2015 <i>16</i> TO 10-03-2015 <i>16</i>
19	Commencement of Annual University Examinations.	<del>01-04-2015</del> <i>16</i> <i>Start - 15-3-16</i> <i>20</i>
20	End of the Second Term	<del>25-04-2015</del> <i>16</i> <i>26-4-16</i>
21	Summer Vacation	<i>27-4-16</i> <i>20</i> <i>14-6-16</i> 26-04-2015 To 14-06-2015



*Wh*  
 I/C PRINCIPAL  
 SHRI P. K. CHAUDHARI  
 MAHILA ARTS COLLEGE  
 SECTOR-7, GANDHINAGAR

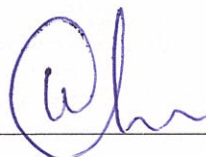
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Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

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